



QUALITY AND STANDARDS COMMITTEE

TERMS OF REFERENCE

These Terms of Reference must be read in conjunction with the Instrument and Articles of Government and the Corporation's Standing Orders. They may only be varied by the Corporation

PURPOSE

In summary, within the context of the educational character, mission and strategy of the College, the Committee will:

- Review, monitor and advise the Board on the quality of education (embracing teaching, learning and assessment, and students' achievements) quality review, and standards, including targets, across the College's provision
- Monitor summary reports, underpinning the quality of the provision, in the aspects listed below under **REMIT OF THE COMMITTEE**, but not limited to these
- Review, and advise the Board on arrangements for, self-assessment and quality improvement and recommend to the Board approval of the College's Self-Assessment Report
- Ensure that the College responds effectively to the requirements of the relevant education inspection frameworks and regulatory bodies: including the Ofsted Education Inspection Framework [2025], with explicit emphasis on Leadership & Governance; Inclusion; Safeguarding and Contribution to meeting Skills needs. Monitor and advise the Board on the quality of Curriculum, Teaching & Training; Achievement and Participation & Development within the Education Programmes for Young People, Adult Learning Programmes, Apprenticeships, Provision for Learner with High Needs
- Monitor, and advise the Board on, the quality of learning from learner and employer perspectives.
- Monitor safeguarding, Prevent, equality, diversity and inclusion, student wellbeing and personal development, ensuring that the Board receives appropriate assurance.
- Monitor and update the Board on the progress the College is making against the Part 1 and Part 2 of the Department for Education Accountability Agreement and contribute to the Annual Accountability Statement.
- Provide assurance to the Board that the College's higher education provision meets the quality and standards requirements of the Office for Students, including compliance with OfS conditions B1-B6, external examiner reports, student outcomes and student protection obligations.

MEMBERSHIP

1. The Committee shall comprise at least six Corporation members, plus any co-opted members.

The Committee may invite the Corporation's advisers or other third parties to attend meetings of the Committee as appropriate (such persons shall not have a vote but shall be entitled to speak at the meeting).

2. The Deputy Executive Principal/Teaching, Learning & Improvement and the Deputy Executive Principal/Curriculum & Strategy, Vice Principal – Depts A and B and the Vice Principal – Hadlow are ex-officio members. Other College staff may attend if requested and required, as appropriate.
3. The Chair of the Committee shall be approved by the Corporation.
4. In the absence of the Chair, the members attending the meeting shall select one of their number to 'Chair' that meeting.
5. The quorum for meetings of the committee shall be three Corporation members.
6. Any governor not a member of the Committee may attend in a non-voting capacity.
7. The Clerk & Governance Advisor to the Corporation shall act as Clerk to the Committee.
8. The Committee shall meet at least 3 times per year.

REMIT OF THE COMMITTEE

1. To advise the Corporation on matters concerning the quality and effectiveness of education programmes for young people (including the 14-16 curriculum), adult learning programmes, apprenticeships, and higher education provision and the periodic review of the commercial provision . Of particular note will be the quality and effectiveness of provision for students with high needs.
2. To advise the Corporation on matters concerning the quality and effectiveness of provision at each of the College's four campuses.
3. To review and recommend to the Corporation the College's Quality Improvement Strategy.
4. To review and recommend to the Corporation, appropriate annual targets for students' recruitment, attendance, punctuality, retention rates, pass rates, achievement rates (formerly success rates), students' progress and progression, embracing all provision.
5. To monitor the relevant KPIs and risks from the College KPIs and Risk Register assigned to the Committee and escalate material risks to the Audit Committee and Board.
6. To rigorously monitor the curriculum elements of the Strategic Plan and the progress made in respect of the Quality Improvement Plan, including the extent of achievement against targets and the impact upon students' retention, pass and achievement, their progress and progression/destinations.
7. To note, and to advise the Corporation of, aspects of curriculum performance which may influence their decisions on the further development of the College's curriculum, including alignment with Local Skills Improvement Plans (LSIPs) and employer demand.

8. Review the above performance against relevant national and sector performance data and consider the trends in the College's performance year on year.
9. To rigorously monitor the quality and effectiveness of the College's teaching, learning and assessment, including the consideration of lesson observation outcomes and performance management.
10. To consider reports on students' experiences of their teaching, learning and assessment, including the review of students' responses to surveys and questionnaires.
11. To receive, consider and recommend to the Corporation the Annual HE Report.
12. To ensure that the College undertakes systematic and rigorous self-assessment which is appropriately validated.
13. In partnership with the College's senior managers, systematically and thoroughly consider the College's annual Self-Assessment Report, making subsequent recommendations to the Corporation.
14. To consider the Quality Improvement Plan of the College's annual Self-Assessment Report and to advise the Corporation about any significant matters and recommendations arising from their review.
15. To receive termly safeguarding and Prevent reports, together with the Annual Safeguarding Report, and provide assurance to the Corporation that statutory safeguarding duties are met.

Reporting Procedures

The Clerk & Governance Advisor to the Corporation shall circulate minutes of the meetings of the Committee to all Corporation Members.

Reviewed 6 June 2024

Approved by the Board 4 July 2024

Reviewed September 2025

Board approved October 2025